
REQUEST FOR APPLICATION

Program Guidelines
2016-2017 Special Education
IDEA-B High Cost Grant

Authorized by Individuals with Disabilities Education Act (IDEA),
as amended by the IDEA Improvement Act of 2004, Public Law
108-446, Part B, Section 611; and the General Appropriations Act,
84th Texas Legislature, Rider 33

Application Closing Date—5:00 p.m., Central Time
July 26, 2017

TEXAS EDUCATION AGENCY

**Special Populations Division, IDEA Support
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Contents

- Introduction to the Program Guidelines4**
 - Requirement for User Name and Password4
 - Application Submission through eGrants5
 - Reference to the General and Fiscal Guidelines.....5
 - US Department of Education Appropriations.....5
- Grant Timeline6**
- Grant at a Glance6**
 - Authorizing Legislation6
 - Purpose of Program6
 - Eligible Applicants6
 - Eligibility List7
 - Shared Services Arrangement7
 - More than One Campus7
 - Application Funding7
 - Cost Share or Matching Requirement7
 - Limitation of Administrative Funds7
 - Pre-Award Costs8
- Applicant Assistance 8**
 - Contacts for Clarifying Information.....8
 - Program Contact8
 - Funding Contact8
 - Errata Notices8
 - Email Bulletins.....8
- Program Elements..... 8**
 - Program Description9
 - Supplement, Not Supplant9
 - Indirect Costs9
 - Application Requirements and Assurances9
 - Statutory Requirements.....9
 - TEA Program Requirements.....9
 - Program-Specific Assurances9
 - Allowable Activities and Use of Funds.....10
 - General Allowable Activities and Use of Funds10
 - Unallowable Activities and Use of Funds10
 - Federal Grant Requirements.....10
 - Equitable Access and Participation10
 - Private Nonprofit School Participation10
 - Maintenance of Effort11
- Application Elements11**
 - Required Attachments.....11
 - Required Fiscal-Related Attachments.....11
 - Required Program-Related Attachments.....11
 - Adding Attachments11

Introduction to the Program Guidelines

TEA, as the pass-through entity¹, is the grantee² from the U.S. Department of Education (USDE) and TEA awards subgrants to non-federal entities³ such as local educational agencies (LEAs), including school districts, charter schools, and education service centers, and to a lesser degree institutions of higher education (IHEs), and nonprofit organizations (NPOs) who are the agency's subgrantees⁴. These guidelines apply to all subgrantees of TEA, regardless of whether referenced herein as subgrantee or grantee. For purposes of this document, TEA may use the terms grantee and subgrantee synonymously for its subrecipients.

This part of the request for application (RFA), Program Guidelines, is to be used in conjunction with the [General and Fiscal Guidelines](#) and the schedule instructions. The Standard Application System (SAS) consists of all schedules (i.e., forms) to be completed in order for the applicant to be eligible for funding. The application to which these instructions refer must be submitted electronically through the eGrants system.

For applicants selected for funding, all guidelines and instructions will be incorporated by reference into the Notice of Grant Award (NOGA).

Requirement for User Name and Password

To access eGrants and apply for this grant, you must have access to the Texas Education Agency Secure Environment (TEASE). In the near future, eGrants access will migrate from TEASE to the new secure environment, TEA Login (TEAL). Follow these steps to apply for user names and passwords on both TEASE and TEAL:

¹ Pass-through entity is defined as a non-Federal entity that provides a subaward to a subrecipient to carry out part of a federal program. (2 CFR 200.74)

² Grantee is defined as the legal entity to which a grant is awarded and that is accountable to the federal government for the use of the funds provided. The term "grantee" does not include any secondary recipients, such as subgrantees and contractors that may receive funds from a grantee. (34 CFR 77)

³ Non-federal entity is defined as a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient. (2 CFR 200.69)

⁴ Subgrantee is defined by TEA to be the same as a subrecipient which is defined as a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. (2 CFR 200.93) Subgrantee is defined in 34 CFR 77 as the legal entity to which a subgrant is awarded and that is accountable to the grantee for the use of the funds provided.

1. Visit the [TEASE—Request Access Online](#) page of the TEA website. Select [Request New Account](#) to begin the process of applying for a TEASE account online.
2. Visit the [TEA Login \(TEAL\)](#) page of the TEA website. Select [Request New User Account](#) to begin the process of applying for a TEAL account online.
3. To apply for eGrants access once you have been assigned a TEASE account, log on to [TEASE](#) and select "Add/Modify Application Access" from the Application List page.

The [Applying for a Grant](#) page of the TEA website includes links to guidance on applying for TEASE, TEAL, and eGrants access.

Application Submission through eGrants

Submit the application for this grant program electronically through the TEA eGrants system. Refer to the [General and Fiscal Guidelines](#) for more specific information about accessing eGrants and obtaining the required TEASE user ID and password.

Applications must be submitted as follows:

- Those submitted by public LEAs must be signed electronically by the superintendent of the school district or a designee.
- Applications submitted by regional Education Service Centers (ESCs) must be signed electronically by the executive director or a designee.
- Applications submitted by open-enrollment charter schools must be signed electronically by the chief operating officer of the school.
- Campuses and campus charter schools must apply through their public school district, and the application must be signed electronically by the superintendent or designee.

Reference to the General and Fiscal Guidelines

The Program Guidelines provide information specifically relevant to this grant program. The [General and Fiscal Guidelines](#) provide information relevant to all TEA grant programs. Throughout the Program Guidelines, cross-references are given to applicable sections of the [General and Fiscal Guidelines](#). **It is critical that you review all referenced sections of the [General and Fiscal Guidelines](#) when preparing your application.**

US Department of Education Appropriations

The following is provided in compliance with the US Department of Education Appropriations Act:

Category	Amount
Total funds available for this project	\$10,625,057
Percentage to be financed with federal funds	100%
Amount of federal funds	\$10,625,057
Percentage to be financed from nonfederal sources	0%

Amount of nonfederal funds	\$0
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Grant Timeline

For all dates related to the grant, including reporting dates, see the [TEA Grant Opportunities](#) page. If a report due date falls on a weekend or holiday, the report will be due the following business day. All dates except the grant ending date may vary slightly as conditions require.

Grant at a Glance

This section provides fundamental information pertinent to the grant program.

Authorizing Legislation

This grant program is authorized by Individuals with Disabilities Education Act (IDEA), as amended by the IDEA Improvement Act of 2004, Public Law 108-446, Part B, Section 611; and the General Appropriations Act, 84th Texas Legislature, Rider 33.

Purpose of Program

The IDEA-B High Cost funds are dedicated to help reimburse districts for a portion of costs incurred in providing special education and related services to high-need children with disabilities as defined in the [High Cost Fund State Plan](#).

Eligible Applicants

See the [General and Fiscal Guidelines](#), Eligibility Requirements.

LEAs or their fiscal agents and state agencies operating special education programs in Texas are eligible to apply for a grant under the IDEA-B Discretionary High Cost Fund (HCF).

LEAs must first submit the High Cost Fund Eligibility Application to apply for an HCF award. Once this request has been processed, LEAs will receive notification of whether the request has been approved or denied. Only LEAs approved for this fund source may apply for these funds through eGrants.

The following eligibility requirements also apply:

- TEA reserves the right not to award a grant to a district or charter school that is identified by TEA as a high-risk grantee.
- An open-enrollment charter school shall become ineligible for grant funding (or, if a campus has applied for and received funding for this grant, will have its grant funding placed on hold) if the commissioner notifies the campus's charter holder of his intent to (1) revoke or nonrenew the charter under TEC Chapter 12, or (2) close the campus under TEC Chapter 39, for any of the reasons set forth in either statutory provision. If the commissioner ultimately revokes or denies

renewal of an open-enrollment charter of a charter holder or closes a campus that has been awarded funds under this grant program, grant funding shall be discontinued.

- The applicant must be in compliance with submitting the annual audit to TEA, as described in Part 1: General and Fiscal Guidelines.

Eligibility List

LEAs or their fiscal agents and state agencies operating special education programs in Texas are eligible to apply for a grant under the IDEA-B Discretionary High Cost Fund (HCF) after they receive eligibility notification from the IDEA Support Division.

Shared Services Arrangement

See the [General and Fiscal Guidelines](#), Shared Services Arrangements.

Shared services arrangements (SSAs) are allowed.

SSA members in need of a Special Education IDEA-B High Cost Grant award must apply through their fiscal agent.

More than One Campus

Eligible applicants may not apply for the grant on behalf of more than one campus.

Application Funding

See the following sections of the [General and Fiscal Guidelines](#):

- Grant Funding
- Continuation Funding
- Fund Management
- Use of Funds

It is anticipated that approximately 60 grants will be awarded.

Cost Share or Matching Requirement

See the [General and Fiscal Guidelines](#), Cost Share/Match Requirement.

There is no cost share or matching requirement for this grant program.

Limitation of Administrative Funds

See the [General and Fiscal Guidelines](#), Administrative Costs.

Administrative costs are not allowed for this grant program.

NOTE: Administrative funds include **both** direct administrative costs **and** allowable indirect costs.

Pre-Award Costs

See the [General and Fiscal Guidelines](#), Pre-Award Costs.

Pre-award costs are permitted from September 1, 2016, through the stamp-in date.

Applicant Assistance

The following types of assistance are available to applicants for this grant program.

Contacts for Clarifying Information

See the [General and Fiscal Guidelines](#), TEA Contacts.

Program Contact

Brent Pitt, Manager, Special Populations Division, IDEA Support
brent.pitt@tea.texas.gov
Phone: (512) 463-9414
Fax: (512) 463-9560

Susan May, Program Specialist, Special Populations Division, IDEA Support
susan.may@tea.texas.gov
Phone: (512) 463-9414
Fax: (512) 463-9560

Funding Contact

Rebecca Patterson, Grant Manager, Grants Administration Division
rebecca.patterson@tea.texas.gov
Phone: (512) 463-8525
Fax: (512) 463-7915

Errata Notices

See the [General and Fiscal Guidelines](#), Errata Notices.

Email Bulletins

See the [General and Fiscal Guidelines](#), Email Bulletins.

Program Elements

This section provides detailed information about the grant program.

Program Description

The purpose of the High Cost Funds (HCF) is to assist LEAs, including school districts and charter schools, in addressing the needs of high need children with disabilities, including the financial impact on the budget of the child's LEA.

Supplement, Not Supplant

For supplement, not supplant guidance, see the Supplement, Not Supplant Handbook on the Division of Grants Administration [Administering a Grant](#) page.

The supplement, not supplant provision does not apply to this grant program.

Indirect Costs

Administrative costs, including direct and indirect administrative costs, are not approved for this federally funded grant.

Application Requirements and Assurances

This section describes the two types of requirements that applicants must address in the application (such as with a narrative description, an activity timeline, or a checklist) to be eligible to be considered for funding:

- Statutory requirements (requirements defined in the authorizing statute)
- TEA program requirements (requirements defined by TEA program staff)

Statutory Requirements

See the [General and Fiscal Guidelines](#), Statutory Requirements.

Per Section 22.0834 of the Texas Education Code (TEC), any person offered employment by any entity that contracts with TEA or receives grant funds administered by TEA (i.e., a grantee or subgrantee) is subject to the fingerprinting requirement. TEA is prohibited from awarding grant funds to any entity, including nonprofit organizations, that fails to comply with this requirement. For details, refer to the [General and Fiscal Guidelines](#), Fingerprinting Requirement.

TEA Program Requirements

See the [General and Fiscal Guidelines](#), Program Requirements.

In addition to the statutory requirements, the LEA must meet the requirements of the HCF Eligibility application. Costs approved through the HCF eligibility application are student- and application-specific and are the only costs which can be budgeted in the eGrants application in the budget schedule BS6007. These costs include personnel and position titles as approved for each student.

Program-Specific Assurances

See the [General and Fiscal Guidelines](#), Provisions and Assurances.

The program-specific assurances for this grant program are listed in the SAS. Refer to Schedule CS7000—Provisions, Assurances, and Certifications.

Allowable Activities and Use of Funds

See the [Administering a Grant](#) page for general guidance on allowable activities and use of funds.

The allowable costs associated with educating a high-need child with a disability are only those associated with providing direct special education and related services that are identified in the child’s Individualized Education Program (IEP), including the cost of room and board for a residential placement determined necessary, consistent with 34 CFR §300.114, to implement a child’s IEP (34 CFR §300.704[c][4][ii]).

General Allowable Activities and Use of Funds

- Special education and related services provided per a high-need student’s individualized educational plan (IEP).

Unallowable Activities and Use of Funds

In general, refer to the Budgeting Cost Guidance Handbook on the [Administering a Grant](#) page for unallowable costs.

In addition, unallowable activities and use of funds for this grant may include but are not limited to the following:

- Debt service (lease-purchase)
- Field trips
- Advisory councils
- Cost of memberships in any civic or community organization
- Hosting or sponsoring of conferences
- Out-of-state travel
- Travel costs for officials such executive director, superintendent, or board members

Federal Grant Requirements

Equitable Access and Participation

See the [General and Fiscal Guidelines](#), Equitable Access and Participation.

This requirement does apply to this federally funded grant program.

Private Nonprofit School Participation

See the [General and Fiscal Guidelines](#), Private Nonprofit School Participation.

This requirement does not apply to this federally funded grant program.

Maintenance of Effort

See the [General and Fiscal Guidelines](#), Maintenance of Effort.

This requirement does not apply to this federally funded grant program.

Application Elements

This section describes the requirements and attachments that must be addressed in and included with the application.

Required Attachments

See the following sections of the [General and Fiscal Guidelines](#):

- Fiscal-Related Documentation Required to Be on File
- Required Fiscal-Related Attachments
- Required Program-Related Attachments

This section describes the two types of attachments that may be required to be submitted with the application: fiscal-related attachments and program-related attachments.

Required Fiscal-Related Attachments

See the [General and Fiscal Guidelines](#), Required Fiscal-Related Attachments, for a general description of fiscal-related documents that can be required as attachments to the application.

For a list of the fiscal-related attachments required for this grant application, refer to the Program Information section of the main eGrants page for this grant. Required attachments are notated “Attachment” in the list of RFA documents provided in the Program Information section.

Required Program-Related Attachments

No program-related attachments are required for this grant program.

Adding Attachments

The instructions in the following sections describe how to attach files to an eGrants application.

General Instructions

The size of each attachment cannot exceed 10MB. If you have a larger file, use a different scanning setting or zip the file to make it take up less space.

The only supported browser is Internet Explorer. If you are using another browser, please change to Internet Explorer before attaching files.

Documents only need to be attached once. Do not attach duplicate documents with each amendment. Only attach more than once if the attachment is being revised.

Naming Attachments

Name the files you are going to attach with no spaces (for example, 501C3letter.doc or 5013C_letter.doc). Use a meaningful name that identifies the specific document.

Make sure that each attachment has a file extension (.pdf, .doc, .rtf, .xls, .bmp, .zip, .txt).

Note that attachments with very long names may not be able to be uploaded. If you have difficulty, try renaming the file and starting over.

Scanning Documents

If a document must be scanned to create an electronic copy, use the following hints to ensure that the document size is as small as possible:

- Use an OCR or DPI setting of 200 DPI.
- Try to avoid creating .jpg files. If possible, create PDF documents with the scanner.

Zipping Files

If your files are too large, add them to a zip file to save space ([download a free version of WinZip and find instructions on creating zip files](#)).

Attaching Files to an eGrants Application

1. Ensure that the security level for your internet browser is set to Medium (Tools > Internet Options, Security tab).
2. Ensure that the document is saved on your computer, using the naming instructions above.
3. On the Grant Menu page, select Attach File. The required attachments are listed and described at the top of the dialog box. If you are attaching a document that is not listed, check Other.
4. In the Add Attachments pane, select the title of the attachment from the list, or if you selected Other above, type in the title.
5. Select the Browse button. A standard Windows browser appears. Find the file.
6. Select Attach.
7. Select Refresh to see the name of the document in the Documents Submitted in This Version pane. If the attachment does not appear, you may have to rename your document with a shorter name and start over.
8. Repeat this process to attach all your documents.